



State of Louisiana
Division of Administration
Office of State Uniform Payroll

July 8, 2010

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2011-02

TO: All ISIS HR Paid Agencies

FROM: Andrea P. Hubbard
Director

SUBJECT: Social Security Number Verification Report

On June 1, 2010, the Office of State Uniform Payroll (OSUP) submitted a file to the Social Security Administration (SSA) for all ISIS HR Paid employees to verify names and Social Security Numbers. Agency personnel must run the Social Security Verification Report (ZP49) in ISIS HR to determine if your agency has any mismatches of data. This report identifies the differences between ISIS HR and SSA records at the time the file was submitted to SSA, listing Social Security Numbers and/or names that do not match the Social Security data file. Please refer to the [OSUP Social Security Number \(SSN\) Verification Report Procedures](#) for instructions on running ZP49 and correcting any mismatches.

Important Notes:

- Any changes made to employee data after this file was submitted to SSA will not be reflected on ZP49.
- Employees reflected on the report as deceased by SSA that have a blank action should be confirmed to be separated in ISIS HR and have since become deceased. Those deceased employees with a "Y" in the action field indicate that the action reason in ISIS HR is 28 – Death and is informational only.

Agencies are reminded that they can use the SSA Business Services Online (BSO) service to submit up to ten names and social security numbers at a time and receive immediate discrepancies. Agencies also have the option of using an automated [Telephone Number Employer Verification \(TNEV\)](#) service 24 hours a day, 7 days a week. Only users registered for the Social Security Number Verification System (SSNVS) through the SSA BSO service can use the TNEV service. If you have not previously registered to access SSNVS, refer to OSUP Memo [#2009-07](#) for procedures to register for the SSA BSO service.

If you have any questions on how to correct employee records in ISIS HR, please contact the [ISIS HR Help Desk](#). Any additional questions should be directed to a member of the OSUP Benefits and Financial Administration Unit at _DOA-OSUP-BFA@la.gov or (225):

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